



Job Opportunity

California State Lands Commission

The California State Lands Commission is an equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

July 12, 2000

OFFICE TECHNICIAN (TYPING)

\$2455 - \$2745 per month

The Office Technician (Typing) is responsible for providing secretarial assistance to the Executive Officer, the Assistant Executive Officer (CEA, Range 4), and the Legislative Liaison (CEA, Range 1).

DUTIES AND RESPONSIBILITIES:

- Relieves the Assistant Executive Officer and the Legislative Liaison of routine office duties including preparation of correspondence, travel itineraries, and travel expense claims; ordering reference material; maintaining confidential and administrative files; and ordering supplies and equipment.
- Tracks, monitors and assigns legislation for analysis.
- Arranges meetings and appointments for the Assistant Executive Officer and the Legislative Liaison, including meetings with members of Congress, members of the California Legislature and high-ranking government/private industry officials. Compiles all background material needed for these meetings and appointments.
- Receives and screens telephone calls within the Executive Office determining the nature of the calls in order to refer them to the appropriate staff member for response.
- Reviews outgoing correspondence prepared by staff for the Executive Officer's and Assistant Executive Officer's signature for consistency with administrative policy as well as format and grammar and sentence construction.
- Assists the Executive Assistant in the preparation activities for all State Lands Commission meetings and in her absence may act as secretary to the Commissioners and the Executive Officer.

DESIRABLE EXPERIENCE AND QUALIFICATIONS:

- Experience in an Executive Office environment;
- Ability to work under tight time frames and pressure;
- Ability to establish and maintain a good working relationship with a variety of personalities;
- Proficient with personal computer (Microsoft Office Suite);
- Excellent communication skills;
- Good judgment and tact;
- Good organizational skills;
- Good attendance and dependability.

POSITION LOCATION:

100 Howe Avenue, Suite 100-South
Sacramento, California

Free parking – Near Light Rail – On bus routes

HOW TO APPLY:

Submit resume & standard State application to:

California State Lands Commission
Personnel Office
100 Howe Avenue, Suite 100-South
Sacramento, CA 95825
(916) 574-1910 or FAX (916) 574-1915

WHO MAY APPLY:

State employees with transfer eligibility, reinstatement eligibility or employment list eligibility. Transfers from surplus agencies or individuals on SROA will be given first consideration.

Former State employees with reinstatement eligibility or employment list eligibility.

Non-State employees who have already taken an examination for this job classification and have established employment list eligibility.

Applications will be screened and only the most qualified candidates will be scheduled for an interview.

Applications will be accepted until position is filled.